

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

January 19, 2012

SUBJECT: VISIBLE TATTOOS AND BRANDINGS - REVISED

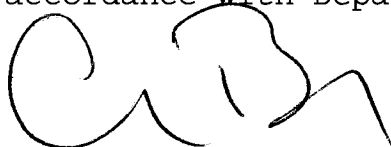
PURPOSE: This Order supersedes Special Order No. 25, *Visible Tattoos and Brandings - Revised*, dated December 9, 2011, to apply to sworn employees who have a tattoo(s) and/or branding(s). The revised procedure will allow on-duty sworn employees who have a tattoo(s) and/or branding(s) that do not extend below their elbows to wear a black or flesh-colored sleeve or bandage, in lieu of wearing a long-sleeve uniform shirt or if in business attire, a long-sleeve dress shirt. If a sleeve or bandage is used, it shall not extend below the elbow. This Order revises Department Manual Section 3/605.90, *Visible Tattoos and Brandings*, regarding the uniform and dress standards for sworn Department employees who have a tattoo(s) and/or branding(s).

PROCEDURE: Attached is the Manual Section pertaining to the uniform and dress standards for sworn Department employees who have a tattoo(s) and/or branding(s), with revisions in italics.

AMENDMENT: This Order amends Section 3/605.90 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised Special Order No. 3 , 2012**

605.90 VISIBLE TATTOOS AND BRANDINGS. Sworn Department uniformed and plainclothes employees, while on-duty, shall not display any tattoos and/or brandings. Officers shall cover all tattoos/brandings by wearing an authorized long-sleeved uniform shirt if in uniform or if in business attire, the business attire shall cover all tattoos, *with the following exceptions:*

- *If an officer has a visible tattoo/branding that does not extend below the elbow, the officer may wear a black or flesh-colored sleeve or bandage that does not extend below the elbow; and/or,*
- *If an officer has only one tattoo/branding covering an area three-inch square or less that is visible on the arm, the officer may, instead of wearing a long-sleeved shirt, cover that area with only one patch, of a color as close to the wearer's skin color as is reasonably available. The patch used for this purpose may not exceed three-inches square in size. However, if the tattoo and/or branding is below the elbow area and cannot be covered by a three-inch square skin patch, the officer shall wear the long-sleeved uniform shirt or business attire, as appropriate for the assignment.*

The intent is that no tattoo(s) *and/or* branding(s) shall be visible and that no more than one three-inch square skin patch shall be visible *on each arm. If a sleeve/bandage is used, it shall not extend below the elbow.*

Exception: Sworn officers working in an undercover assignment are **exempt** from this policy while working in an undercover capacity.

Employees Working Off-Hours Engaged in Department Business. Employees working off-hours engaged in Department business activities, either in a uniformed or plainclothes capacity, shall not display tattoos and/or brandings. The means by which tattoos and/or brandings are covered shall be the same for off-duty employees as previously outlined for on-duty employees.

Note: Off-hours business activities include, but are not limited to, a court appearance, attendance at an administrative hearing, business meetings or working off-duty in uniform.

Supervisors and Commanding Officer's Responsibility. Supervisors and *commanding officers* shall ensure that sworn Department employees comply with these standards. When a sworn employee fails to comply with these standards, supervisors and commanding officers shall ensure that corrective action is taken.